

# MISSION NOTICE

## USAID Nairobi Complex

**NOTICE NO:** 12 – 04

**DATE:** March 7, 2012

**SUBJECT:** EMPLOYMENT OPPORTUNITY – VACANCY FOR ACCOUNTS PAYABLE ASSISTANT, REGIONAL FINANCIAL MANAGEMENT SERVICES, USAID/EAST AFRICA

**OPENING DATE:** Immediately

**CLOSING DATE:** March 20, 2012

**Office:** Regional Financial Management Services (RFMS)

**Title:** Accounts Payable Assistant (Two Positions)

**Grade:** FSN - (PSC) – 420-09

**Who May Apply:** Qualified Kenyan citizens. Employees currently on probation are ineligible to apply.

### **BACKGROUND:**

The Accounts Payable Assistant is responsible for providing financial and administrative support in order to ensure effective, efficient, and accurate financial and administrative operations.

The Regional Financial Management Services (RFMS) Office in Nairobi is a regional financial management platform that supports USAID programs within the Eastern and Central Africa Region. Missions served include: Kenya, the Democratic Republic of Congo (DRC), and limited presence countries (LPCs) of Somalia, Djibouti, and Burundi. The operating year budget for program funds and operating expenses is approximately \$700 million. Excluding payroll, approximately 10,000 payment transactions are processed annually, exceeding \$200 million. RFMS also provides ad hoc support to Central African Republic, Eritrea, Mauritius, Seychelles, Sudan, and other USAID Missions throughout the Eastern and Central Africa Region. Additionally, in the past year RFMS has provided certification services to Rwanda, Tanzania, Ethiopia, India, Philippines, and Uganda in excess of \$1 million per year. RFMS is headed by an Office Director, supported by two mid-level Development Leadership Initiative (DLI) Deputy Controllers, a DLI Junior Officer, a Budget and Fiscal Officer, an Authorized Certifying Officer (ACO), and an FSN staff complement of 45 personnel organized into four units: Financial Analysis, Accounting, Accounts Payable, and Records Management.

### **BASIC FUNCTION OF POSITION:**

The Accounts Payable Assistant reports to the Supervisory Accountant Accounts Payable, and is responsible for providing financial, administrative, and clerical services. This includes processing and monitoring payments and expenditures, and preparing and monitoring the payroll system. Providing these services in an effective and efficient manner will ensure that Agency finances are accurate and up to date, that staffs are paid in a timely and appropriate manner, and that vendor and suppliers are paid within established time limits in accordance with the Prompt Payments Act (PPA) of 1982.

1. Perform the day-to-day processing of accounts payable transactions of USAID's Regional Finance Management Services (RFMS) in Nairobi to ensure that Agency finances are maintained in an effective, up-to-date and accurate manner.

RFMS requires the processing of payments for programs implemented in USAID/Kenya, USAID/East Africa (including, Djibouti, Burundi, and Somalia), Office of Foreign Disaster Assistance, East & Central Africa Regional Office (OFDA/ECARO), Office of Transition Initiatives (OTI), USAID/Democratic Republic of Congo, and other countries supported by RFMS, as needed.

The Accounts Payable Assistant examines and processes complex invoices and claims for payments against program-funded contracts and grants used to implement Mission activities, as well as a operating expense funded vouchers such as leases, contracts, and travel vouchers. In addition to the Accounts Payable Assistant shall review samples of selected documents from contractors and grantees to manage and reduce USAID's accountability risks. Each Accounts Payable Assistant is expected to review, approve, and pay in excess of \$100 million each year, and is directly responsible for the documents that they approved for payment.

As a member of the RFMS, the incumbent ensures performance of assigned duties reflect well on RFMS and the Mission, and recognizes the importance of timely performance of responsibilities to enable all staff to meet the commitments of the Mission.

Main Activities:

- Receive and verify invoices and requisitions for goods and services
- Verify that transactions comply with financial policies and procedures
- Prepare batches of invoices for data entry
- Data enter invoices for payment
- Process backup reports after data entry
- Manage the daily check/payments run
- Record all checks
- Prepare vendor checks for mailing
- List all vendor checks or Electronic Funds Transfers (EFTs) in the accounting system
- Maintain listing of accounts payable
- Maintain the general ledger
- Maintain updated vendor files and file numbers
- Print and distribute monthly financial reports

2. Complete payroll functions in order to ensure staff are paid in an accurate and timely manner.

Main Activities:

- Establish and maintain confidential casual employee files
- Process T&A sheets
- Calculate salaries and benefits
- Verify pay amounts, hours of work, deductions, etc.
- Verify coding and obtain signatures
- Calculate and verify batch pay-sheets for data entry
- Enter data of payroll information
- Prepare and remit source deductions and payroll tax

3. Provide administrative support in order to ensure effective and efficient office operations.

**Main Activities:**

- Maintain inventory files
- Maintain a filing system for all financial documents
- Ensure the confidentiality and security of all financial and employee files

**MAJOR DUTIES AND RESPONSIBILITIES & % OF TIME:**

**a. Processes program-funded vouchers (75%)**

The incumbent examines difficult to complex program-funded vouchers from the client missions identified above, to ensure conformance with the terms of original contracts or authorizations. Vouchers are received against project- and program-funded documents. Programs and activities have a lifespan of several years. The types of transactions and vouchers examined include payments to international organizations, U.S. and non-U.S. grantees, direct contracts with commercial organizations, purchase orders to vendors in several countries, and purchase requests or orders to U.S. vendors in support of USAID activities in the regions and offices described above. Contracts often require an understanding of non-standard contract or grant forms, and a basic understanding of the purpose of the program or project, in order to recognize conflicts and to recommend approval or disapproval of partial or progress payments, advance payments, or close-out payments. As necessary, follows up with authorizing officers to obtain corrections in documentation or clarification of invoices. Where necessary, interprets applicable portions of regulations, and decides if requested payments are proper or should be questioned. Obtains signatures of receiving and approving officers, as necessary, and checks all computations on invoices and supporting documentation for accuracy and propriety. Advises the Supervisory Accountant Accounts Payable or the Certifying Officer of problems, and proposes solutions to resolve them.

**b. Examines administrative vouchers and payroll processing: (10%)**

The Assistant examines a majority of relatively complex and a minority of more routine administrative invoices, ensuring conformance with the terms of original purchase orders, contracts, leases, and/or other authorizing documents. He/she contacts authorizing officers or vendors, as necessary, to ensure conformance with the terms of contracts or purchase orders, and/or to assure proper payment of claims.

**c. Complex international travel vouchers: (10%)**

Reviews the most complex international travel vouchers, including reassignment and change of station, and shipment of household effects, for correctness, and verifies that they conform with travel authorizations and regulations regarding routings, per diem, use of proper commercial facilities, weight limitations on accompanying baggage, etc. Prepares or verifies hypothetical travel itineraries when travelers deviate from authorized routing. When travel claims exceed the amount that can be paid under the travel authorization, prepares travel exception, giving detailed explanations of claims disallowance and citing pertinent regulations. Determines if a travel advance was issued, and computes the amount due the traveler or the USG. Advises employees of allowable items in connection with travel and reassignment, and explains requirements for deductions, disallowances, and collections, when travel advance exceeds an allowable claim.

**d. Monitors Status of Payments: (5%)**

Schedules vouchers for Controller certification and payment, to include all banking data for check payments and electronic funds transfers, and monitors outstanding vouchers to ensure timely and prompt payment.

**e. Performs other duties as assigned or required.**

**REQUIRED QUALIFICATIONS:**

*Any application that does not meet the minimum requirements stated below will not be evaluated. Only short listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.*

- a. **Education:** A Bachelor's degree in accounting is required.
- b. **Prior Work Experience (40%):** 3-5 years of progressively responsible experience in accounts, voucher examining, bookkeeping, or related fiscal work. Experience with using accounts programs and proficiency in Microsoft Office Suite is required.
- c. **Post Entry Training:** On-the-job training in USAID financial management operations, regulations, and requirements, and in the variety of voucher forms, transmittal forms, liability and security, and reporting forms is required. Orientation in RFMS and other accounting courses, as may be given from time to time, is highly desirable, subject to availability of funds.
- d. **Language:** Fluent (Level IV) English is required.
- e. **Knowledge (30%):** The incumbent must have proficient knowledge in the following areas: 1) knowledge of accounts payable, accounts receivable and maintaining automated general ledgers; 2) knowledge of payroll functions and procedures; ability to maintain a high level of accuracy in preparing and entering financial and payroll information; and, 4) ability to maintain confidentiality concerning financial and employee files.
- f. **Skills and Abilities (30%):** The incumbent must demonstrate the following skills: excellent interpersonal skills; team building skills; bookkeeping skills; analytical and problem solving skills; decision making skills; effective verbal and listening communications skills; attention to detail and high level of accuracy; very effective organizational skills; effective written; communications skills; computer skills including the ability to operate computerized accounting, spreadsheet and word-processing programs, and email at a highly proficient level; stress management skills; time management skills; and, proficiency in Microsoft Office Suite.

The incumbent must maintain strict confidentiality in performing the duties of Accounts Payable Assistant. The incumbent must also demonstrate the following personal attributes: be honest and trustworthy; be respectful; possess cultural awareness and sensitivity; be flexible; and, demonstrate sound work ethics.

**POSITION ELEMENTS:**

- a. **Supervision Received:** The incumbent works under the technical and general supervision, and policy guidance, of the Supervisory Accountant - Accounts Payable. Assignments are made orally and in writing. The Controller provides guidance on major decisions regarding activities. The work is subject to occasional review to ensure compliance with USAID policies and procedures.
- b. **Supervision Exercised:** None

- c. **Available Guidelines:** USAID Handbooks, the ADS, and written procedures are available. However, guidelines are often not specifically applicable and reliance is placed on sound business practices, logic, personal knowledge, and understanding of accounting principles and USAID voucher audit requirements.
- d. **Exercise of Judgment:** The incumbent must carefully review vouchers and invoices which are difficult and complex; exercise individual judgment and discretion in applying regulations and procedures; decide whether all necessary documentation is available; and, determine what additional material is needed from suppliers, USAID employees, etc.
- e. **Authority to Make Commitments:** The incumbent may not commit the USG with respect to the expenditure of funds.
- f. **Nature, Level, and Purpose of Contacts:** Establishes contacts with counterparts within the Mission and its internal and external clients. Works closely with the staff in coordinating approvals and other requirements for payment processing.
- g. **Time Expected To reach Full Performance Level:** One year.

**NOTE:**

**Current USG employees must meet the "time-in-grade" requirement of 52 weeks in the previous lower grade to qualify for the position at the level in this vacancy announcement or be at the same grade for which the position is being recruited. Applicants who meet the job qualification requirements but not the "time-in-grade" requirement may be considered for the position but will have to abide by the in-grade requirement prior to being considered for the next higher grade. In addition the employee must have received a Personnel Evaluation Report (PER) during the most recent rating period which clearly indicated the employee is ready and capable of assuming a more responsible position.**

**HOW TO APPLY:**

Current USG employees should submit a memo explaining their qualifications against our requirements, updated resume/curriculum vitae, copies of all relevant academic certificates, and the most recent Performance Evaluation Report (PER) to the Human Resources Office stating their interest.

External applicants should submit an application letter outlining their qualification for the position, updated resume/curriculum vitae, and copies of all relevant academic certificates to the Human Resources Office.

Please note that this position has also been advertised in the local *Daily Nation* and *The Standard* newspapers and at <http://kenya.usaid.gov/employment-opportunities>.

Note: Incomplete application packages will not be considered.

All applications must reach the USAID Human Resources Office, Ground Floor, by COB March 20, 2012.

Human Resources Office  
USAID, P.O. Box 629, Village Market 00621, Nairobi, Kenya  
Re: Accounts Payable Assistant, RFMS/USAID/East Africa

EXO: \_\_\_\_\_

